

Updated: 2/7/06

Frequently Asked Questions

The following briefly addresses some of the frequently asked questions we have received over the past several weeks through email inquiries, at the CCHE sponsored Informational Meetings and by telephone. This information is to provide you with basic information regarding the grant application process and criteria for Round Two.

It is important to note that there are many substantive as well as procedural changes to this CCHE Grant Application from the first round of grants that were submitted in November 2004.

THE DEADLINE DATE FOR THIS ROUND OF GRANTS IS JANUARY 31, 2006.

I. Eligibility

1. Can an applicant apply for a project or planning grant to construct or rehabilitate a landscape as the primary purpose of their project?

Yes, applicants applying for a project or planning grant that wish to construct or rehabilitate a landscape, as the primary purpose of their project must demonstrate the following:

That the landscape will have an expected useful life of at least 10-15 years and can provide documentation from a qualified professional to substantiate a claim for its life expectancy.

That the landowner has given legal authorization, such as a long-term lease for exclusive control, to construct or rehabilitate the landscape in the manner proposed.

2. We are going to rehabilitate a building and build a new facility next to it and will ask for CCHE funds to assist us. Which box do we check in Part Four?

It is important to provide a very accurate description of your proposed project. If your project will involve both rehabilitation and new construction, check both boxes and explain this information in narrative form in the box provided under Part Four, Section E.

3. Can a nonprofit organization and a public agency jointly apply for a grant?

No, CCHE policy requires that there be one applicant that will be responsible for all phases of the grant. Other organizations may contribute to your project, and be listed as a member of your project team but that organization would not be considered an applicant.

4. Can we apply for a project and a planning grant?

No, you are only eligible to apply for one grant-EITHER a planning grant or a project grant.

5. Can I use a typewriter to fill out my application?

No, you are required to use a computer to answer the questions asked on the application.

6. Does a nonprofit organization's By-laws need to be on the CD Rom?

Yes, an identical copy of the material that will be submitted in hard copy must be submitted on the CD Rom. You can scan the hard copy materials but you are responsible for making sure that the scanned materials are clearly legible for review. Copying centers should be able to assist you in scanning your documents.

7. Are we allowed to attach letters of support?

Only the information requested on the checklist for your Division will be reviewed. All other documentation will be discarded.

8. Can we use the same resolution of our governing body/board that we submitted to CCHE during Round One for this Round of funding?

No. This round of funding is considered separate and independent from the first round. You will need to submit current documents to indicate that your governing body/board is in support of your organization submitting a grant application for this round of funding.

9. Where can I find information to assist me in determining the longitude and latitude for my Project?

http://www.geocode.com/modules.php?name=TestDrive_Eagle

10. I am applying as a Division 4 Public Agency. Our governing board will not meet until after the CCHE Grant Application deadline date so we will not be able to submit the resolution required as part of the application. What can we do?

11. Can we submit the resolution we used in Round One?

The purpose of the resolution is to inform CCHE that your governing board approves and has knowledge of you applying for funding for Round Two from our office. Thus, submitting a resolution that was previously used does not fulfill this requirement since each round is separate and independent of each other.

If your governing board will not be meeting until after the CCHE deadline date, you can submit information from the County Clerk or administrative agency in charge of the calendar for the governing board indicating that your resolution is scheduled on the agenda for the next meeting, and that the resolution will be forwarded immediately after the meeting.

12. Can I submit the information required on the CD-rom from a Mac?

First, it is the responsibility of the applicant to ensure that CCHE can read the information submitted on the CD-rom.

If you run Microsoft Word on your Apple computer, you should save your CCHE Grant Application in a Windows/PC compatible format and include the file name extension.

For example, save Word documents with the .doc extension and Excel spreadsheets with the .xls extension.

13. What kind of programs can we use to submit the visual descriptions required for the grant application?

The files must be in a Windows/pc-compatible format that can be opened with a software program version that CCHE currently has.

The following is a list of the software and versions used by CCHE. Please note that CCHE only has PCs and we DO NOT have access to any Apple computers, including Macs.

- Microsoft Word 2000
- Microsoft Excel 2000
- Microsoft PowerPoint 2000
- Adobe Acrobat Reader 7.0

14. What is the status of the Attorney General's Opinion Letter regarding organizations with affiliations with religious institutions or structures?

We are continuing to work with the Attorney General's Office to obtain guidance on how state constitutional provisions restricting government authority to provide aid to religious organizations or institutions may affect the Endowment's ability to

approve grants. We understand this area of the law is very complex and that the California Constitution places significant limits on the state's authority to provide assistance to religious organizations, particularly for projects involving structures used for religious purposes and owned by a religious institution.

As soon as a response is received from the Attorney General's Office, it will be posted on our website at www.library.ca.gov/cche.

15. Why does CCHE have a Do Not Harm Policy and how does this relate, if any, to Section 106 of the National Historic Preservation Act?

CCHE's Do Not Harm policy is predicated on the belief that grant applicants should consider the preservation of historic properties where feasible when implementing their proposed projects. This may require CCHE grant applicants to comply with various historic preservation regulations or guidelines if their projects involve or will affect historic properties.

For example, Section 106 of the National Historic Preservation Act, as amended, would require federal agencies or their designated representatives to consider the effects of proposed federal or federally funded undertakings on historic properties. Therefore, compliance with Section 106 is mandated only for those grant applicants that are receiving some level of federal funding or federal agency participation to assist in the implementation of their proposed projects.

For further information regarding Section 106 or federal regulations regarding historic properties, please contact the Secretary of Interior's website at www.nps.gov.

II. Planning Grants

1. When Will Planning Grants be Awarded and Announced?

Planning Grants will be considered at the same time the CCHE Board will be reviewing applications for projects. Depending on the facts and complexity of the planning grant application submitted, it is possible for a Planning Grant application to be approved for funding on the same day that it is considered by the CCHE Board. However, applicants for Planning Grants will still need to enter into a Grant Agreement with CCHE before they can begin the CCHE portion of their project.

2. Are we eligible for a Planning Grant even if we have started the planning process?

Yes, you may apply for a Planning Grant to assist you with the remainder of your planning needs. A Planning Grant provides the necessary funding to create or complete a specific tangible plan that will result in an identified capital assets Project. Depending on the type of project you are interested in pursuing, various plans will need to be developed and completed before you can start the physical work to rehabilitate, renovate, construct or re-use a facility or structure.

CCHE Planning Grants include but are not limited to: schematic plans; design development plans; construction plans and details; feasibility plans of an existing building and existing conditions; feasibility plans and studies for the purpose of seismic retrofit of a structure; Historic Structure Reports and emergency stabilization study and plans.

3. Can we use Planning Grant monies to conduct a marketing study?

No, planning grants are limited to the development of specific plans to further the tangible physical property of a capital assets project.

4. Can we use a planning grant for hiring a Project Manager?

As you are aware, CCHE grant awards are for capital assets projects and costs. Costs that are incidentally but directly related to construction or acquisition, including but not limited to planning, engineering, construction management, architectural, and other design work are allowable if it is in the furtherance of a capital assets project.

III. Questions Related to Project Grants-Sections 1-6

A. Section One - Project Summary

1. Is there a deadline for obtaining CEQA approval after the application is submitted?

Yes-all projects must not only be in CEQA compliance but will also need to demonstrate that all other aspects of the grant application requirements are complete within 9 months after the CCHE Board has reserved funding for a project. If the project is not in CEQA compliance by that time, or cannot fulfill all other aspects of the grant application, the applicant will be asked to withdraw their application and reapply during the next round of funding.

2. How do I demonstrate that my project complies with CEQA?

All activities funded under this grant program must comply with the California Environmental Quality Act (CEQA; CA Public Resources code, Section 21000 et seq.) and other permitting requirements. Some projects may have a local city or county partner which is the lead agency for the project, and some projects may be exempt from the requirement to prepare CEQA documentation. If the proposed project has not yet been certified by a lead agency under CEQA, the applicant will need to demonstrate how it plans to comply with CEQA, or provide sufficient information for CCHE to make an independent determination as to the project CEQA documentation.

Applicants may include the costs necessary for compliance with CEQA in some cases, as well as other necessary legal and regulatory requirements in their application under the Budget and Matching Fund section. For some applications, including those projects for which the CCHE is the lead agency for the project, the project will need to come back to the CCHE Board for consideration of an approval of the CEQA documentation prepared for the project.

If you have not initiated your project, it is important to seek advice from your local planning agency to determine what type of materials will be needed to be in CEQA compliance and the time involved in that process.

B. Section Two - Audience and Access

(none at this time)

C. Section Three - Thread

1. Our project involves a building whose original use and importance has one theme but its present use is different. How do you address this?

This is a decision of the applicant. If you are applying for CCHE funding to highlight and recognize the original theme, then it is your responsibility to illustrate how this will be highlighted in your capital assets project.

2. What do you want to see as a thread?

The term “thread” is used to illustrate the link, connection, and relevance of a proposed project with California culture and history. Because every project is unique, it will be the responsibility of the application to adequately address what their “thread” is.

AB 716, the authorizing legislation that created CCHE, provides many examples as to what can be considered a “thread” of California culture and history.

Some of the examples include, but are not limited to:

Projects that preserve, display, demonstrate or interpret:

- Contributions of many unique and identifiable ethnic and other communities that have added significant elements to California’s culture.
- Culturally significant aspects of the changing ways that ordinary or particularly creative people lived their daily lives during the course of California’s culture.
- Industries, technologies, individuals, groups and commercial enterprises that built California’s enormous economic strength.
- Contributions to the national defense.
- California’s living cultural heritage and folk life.
- Geologic and oceanographic history.
- California’s Native American population.

3. Is it better to try and address all examples of thread or focus on one or two?

This is a decision that must be made by the applicant. It is your responsibility to inform the Review Panel and CCHE Board as to what aspect of California culture and history you wish to address. This can be illustrated by one or more examples.

D. Section Four - Budget and Matching

1. Will a donation of land be considered fulfillment of the matching fund requirement?

Please refer to the “Donation of Real Property or a Long-Term Lease” section of the Appendix on page 30 of the CCHE Grant Application to determine whether you will be able to use the donation of property in your particular case to fulfill the matching fund requirement.

2. Can equity of a piece of property be considered toward the matching fund requirement?

There are limitations if you are planning to take out a loan based on the amount of equity you have in your building. You will be subject to the provisions stated in “Loans or a Line of Credit to Fulfill the Matching Fund Requirement” in the Appendix section of the CCHE Grant Application on page 33.

3. Is a match reduction automatic?

No. It is up to the applicant to document the reasons why a reduction of the matching fund requirement is warranted. This information is very fact specific and thus it is important to outline the particular characteristics of your organization/geographic location for requesting the match reduction.

Also, you must request a match reduction at the time you apply for CCHE funds. You will not be able to request a match reduction retroactively.

4. Will a request for a reduction of the matching fund requirement decrease our likelihood to receive the grant?

The panel reviewing your application will review each section of your application and assign a numerical score as well as provide written commentary. Simply requesting a reduction of your match will not automatically disqualify you for a grant. However, if it is determined that other sections of your application do not meet the minimum threshold requirement because of the financial status of your organization, such as the inability to financially sustain the project over an extended period of time, it will be difficult for your application to move forward.

5. What is the focus of the work plan?

The work plan provides information to CCHE about the specific tasks that will be carried out to complete your capital assets project. All recipients will be asked to clearly and specifically identify each and every phase of their capital assets project to CCHE in order to be reimbursed for funding.

6. Can we purchase equipment with CCHE funds?

CCHE is currently working with a funding source of voter-approved bonds called Proposition 40 funds. Proposition 40 does not permit the use of proceeds to acquire equipment.

However, the acquisition of equipment in furtherance of another permitted use of bond proceeds (i.e., purchasing a new air conditioner as part of rehabilitation of a building) would be a permitted use of Proposition 40 proceeds.

7. Can exhibits and signage be considered a capital assets project?

Generally, a non-permanent exhibit or signage that is the primary purpose of the grant is not considered a capital assets project. In some circumstances, permanent exhibits or signage that are a part of the project and in furtherance of an eligible capital assets project may qualify.

8. We are a public agency applying for a project. Which budget do we use to describe our annual budget?

It is important to use the budget of the unit/division that will directly supervise/administer the capital assets project.

9. Is a planned gift, which may not be received at the time of submitting the application acceptable to fulfill the matching fund requirement?

If you are relying on a confirmed gift to fulfill your match requirement, you can document this source of funding in your application with the understanding that the gift must materialize into a cash asset within 9 months after the CCHE Board has reserved funding for your project.

10. What is a civil service pay scale?

If you are planning to use the donation of labor as a method to fulfill your matching fund requirement, you cannot exceed the hourly rate affiliated with the relevant professional using the State of California civil service pay scale. This information can be obtained by visiting the Department of Personnel Administration's website at www.dpa.ca.gov.

For example, if an architect who is conducting work in his/her professional capacity as an architect is donating his/her services to your capital assets project, you are allowed to credit the value of those hours using the civil service pay scale. In most cases, this rate will be less than what the architect would be paid in the private sector.

If, in this same example, the architect is not providing services in a related role to his/her profession, you are ineligible to use the civil service pay scale for the profession of an architect. Rather you are required to use the civil service pay scale for the skill that was actually performed.

11. Can we credit the salary of a Project Manager as an in-kind labor contribution?

Specific information as to donated labor costs is in the Appendix under “In-kind Contributions (labor)” on page 29 of the CCHE Grant Application. Please refer to the specific ways in which donated labor costs can be credited as an in-kind contribution to fulfill the matching fund requirement.

12. Can we use restricted funds from another source to fulfill our CCHE matching fund requirement?

Yes, as long as those restricted funds will allow you to commit CCHE funds to the same capital assets project, you are allowed to use those funds (with the exception of Proposition 40 Opportunity Grants).

13. Please define prevailing wage.

According to the California Department of Industrial Relations, Workers employed on construction, alteration or demolition projects in California that use [public funds](#) are paid the prevailing wage, which is the basic hourly rate the majority of workers in a particular craft or classification earn. The prevailing wage also is based on the locality and nearest labor market. The California Department of Industrial Relations annually determines prevailing wages. The website for the California Department of Industrial Relations is www.dir.ca.gov.

14. Can we credit work already performed on our project as part of our matching fund requirement?

No. You are not able to credit work already performed on a project prior to the CCHE Board’s approval of funding to fulfill your matching fund requirement.

However, you can credit certain limited types of planning costs to fulfill the matching fund requirement as an in-kind contribution. Please refer to Planning Costs in the Appendix section on page 31 of the CCHE Grant Application.

15. Are Division 4 Grant Applicants eligible to apply for a reduction in their matching fund requirement?

No, only applicants who are applying within Divisions One and Two can apply for a reduction of their matching fund requirement.

16. May we revise our budget after the CCHE Board makes its decision regarding projects?

An applicant can make a revision to their budget after the CCHE Board makes a reservation of funding so long as it is not a “material change of project” as defined in the Appendix or does not reduce the amount of funding available to the project.

E. Section Six - Project Team

1. We are a public agency. How do we define FTE Project Staff?

It is important to describe the duties of each member of your project team. Although there may be one particular unit or division that will be responsible for the capital assets project, it will be necessary to identify one individual who will be responsible for administering the project. The individual must demonstrate that he or she has the expertise to conduct all phases of the project.

2. Are there any protocols for selecting consultants and construction companies at the time of grant application submission?

You may either list the consultants and construction companies that will be retained to complete your project as members of your project team in your application or select a consultant and subcontractor later using a competitive bid selection process. In addition, you will be required to provide a written explanation of the competitive bid process used for subcontractors at the time of the bidding. If you are working on a project that requires you to enter a sole source contract rather than using a competitive bid method, you will be asked to explain and document the reason(s) why this method of selection was chosen.

IV. Other Questions

1. Where will the CCHE Board Meeting take place when grant applications are discussed for funding?

The meeting is scheduled to take place at the end of April in Sacramento. The location and exact date of the meeting has not been decided yet, but this information will be placed on our website at www.library.ca.gov/ccche. We anticipate that we will be able to tell you after our CCHE Board Meeting on March

3, 2006. In addition, if you would like to be placed on our e-mail mailing list, please feel free to contact us by phone or email to share your address with us.

2. What is the balance between preservation projects vs. cultural arts projects that CCHE is trying to achieve?

CCHE is interested in recognizing many aspects of California's history and culture, particularly those areas outlined in the priorities of the authorizing legislation. For a full list of those priorities, please download the legislation from our website at www.library.ca.gov/cche. The ultimate mix of cultural and preservation projects will depend on the type and quality of applications received.

3. How will CCHE ensure that grant applications are distributed throughout the State?

As one of the priorities in the authorizing legislation, CCHE shall give priority to funding projects that achieve careful balance geographically, among communities and organizations of large and small size, and among diverse ethnic groups. (Education Code Section 20070 (6)(c)).

4. Who will review the grants? The same people as last year?

We have revised the grant review process to incorporate a panel review rather than having individuals read applications separately. We will be placing a notice on the CCHE website requesting interested individuals to apply to serve as panelists. This information should be available by the second week of January 2006.

5. If a nonprofit organization is awarded funding from CCHE, will the project be audited and how often will it be audited?

All projects funded by CCHE will be subject to an audit from the Department of Finance. You must therefore keep detailed records of all of your financial activities during the life of your grant and for three years after the conclusion of your project with CCHE.

6. How will funds be dispersed by your office?

If your application is successful in receiving CCHE funding, you will be asked to complete a form called Work Project where you will need to list the anticipated date that you are planning to start each task for your project, what the task is; what source of funding will be used to complete the task and the deliverable item. The CCHE staff will review the Work Project form and approve or disapprove each item listed as an acceptable or unacceptable item eligible for CCHE funding. This Work Project form will then become a part of your Grant Agreement. Once the Grant Agreement is signed between you and CCHE, you

can initiate the tasks outlined in the Work Project. Once you have completed a task or a series of tasks, you are eligible to submit a CCHE Invoice to CCHE for payment for the work you have completed per task. However, you will not be able to submit more than one CCHE Invoice per month in arrears and payment will not exceed the amount indicated for the task. If there are no disputes regarding a CCHE Invoice, there is usually a two-week processing time for CCHE staff to review all the documents and then an additional 2-3 weeks for a check to be issued by the State Controller's Office.

7. Is a MOU sufficient to satisfy the exclusive control requirement listed in Part 4-b?

Generally, a Memorandum of Understanding (MOU) is not sufficient to satisfy CCHE's policy for having exclusive control over the premises. All CCHE grant applicants must certify that they have tenure to the property, and provide satisfactory documentation to support the certification. Tenure includes ownership, a lease, an easement and a joint powers agreement. If the applicant does not own the property, you will need to obtain permission from the owner for the proposed use before starting any work on the property. You will also need to document that the lease agreement or other property interest is sufficient to allow the type of use proposed, and will provide stability and longevity for the project. The lease between the grant applicant [in cases when she/he is not the property owner] and the property owner will be subject to approval from CCHE.

8. Will my CCHE Grant Application become a public document upon submission for funding consideration?

By submitting a grant application to CCHE, the applicant agrees to waive any right to confidentiality of the grant application.

9. What is a Grant Agreement?

A Grant Agreement is a legal, binding contract between the Grant Recipient and CCHE. It will outline the general goal of your project and include the specific tasks you will assume to complete the project, including the budget you have approximated and the timeline. You will not be reimbursed for any work done prior to signing a Grant Agreement with CCHE.